

Document Archive Access:

The City has made various public records available for access through a digital archiving system known as Laserfiche Weblink. The City uses the system to store, manage, retrieve and distribute documents. Laserfiche provides access to records via a familiar web-browser interface to help users locate, search, retrieve, and print documents. This system allows citizens to become more engaged in the proceedings of local government.

To access the City's document archive visit:

[https://weblink.toaks.org/
weblinkpublic/](https://weblink.toaks.org/weblinkpublic/)

Use this address for direct access to the City's imaging system. No need to remember a user name or password — just enter the web address and start your review of the repository. Be sure to save this site as a "Favorite" for future use!

City Public Records include:

- City Council Records (Agendas, Staff Reports, Minutes, Resolutions and Ordinances)
- Planning Commission Records (Agendas, Staff Reports, Minutes and Resolutions)
- Board, Commission and Committee Meeting Summary Notes
- Election Records and Campaign Disclosures
- Community Development Administrative Hearing documents
- General Plan elements
- Budgets, Allocations and Investment Reports

City Council Agendas and Staff Reports are available in the City's imaging system at 5:00 p.m. on the Thursday preceding the Tuesday meeting.

The City Clerk Department records, preserves, researches, and provides for public access to Thousand Oak's historical records. This repository of open records hosts over 490,000 documents containing nearly 3.4 million unique pages spanning our 50 year history! Log on today to find agendas, minutes, ordinances, resolutions, Boards, Commissions and Committee information, Council and Departmental reports, and much, much more.



A Guide to the City's Document Archive and Imaging System

City Clerk Department

2100 Thousand Oaks Boulevard
Thousand Oaks, California 91362
Phone (805) 449-2151
Fax (805) 449-2150
cityclerk@toaks.org
www.toaks.org

Browsing Documents
All folders displayed have public records. Click any folder to see the sub folders and reach the documents.

Need Help?
On-Line Help is available from Laserfiche to assist with frequently searched topics.

Searching Documents
To conduct a basic search, choose "Text" from the drop-down menu, type in your topic and hit "enter" or return'. To narrow the search, go to the next drop down menu named "Within Folder".

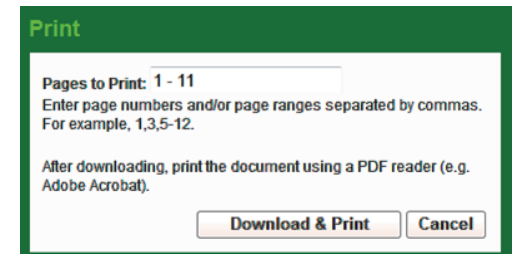
Text Search Definitions (radio buttons below search box)
Phrase=single word or phrase
And=contains BOTH typed words or phrases
Or=contains one of the specified words
Not=contains the first word but not the second
Within=contains two items within a specified proximity of one another.

Printing Documents

Thumbnail views of an open document display on the left and the first page of the document appears larger on the right.



On the Tool Bar, click on the printer/PDF icon



Laserfiche will create a PDF of the document. You can print or save the document after the pdf is downloaded.

Close the PDF to return to the document in Laserfiche and continue browsing the repository.



<https://weblink.toaks.org/weblinkpublic/>

City of Thousand Oaks ♦ www.toaks.org